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**Ref No. 157/RS/VII/18**

**Date: 27 January 2026**

## **CAREER OPPORTUNITIES**

### **EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

KASNEB is a State Corporation under the National Treasury and Economic Planning and established under the Accountants Act, No. 15 of 2008. The operations of KASNEB are also governed by the Certified Public Secretaries of Kenya Act, Cap 534 of 1988 and the Investment and Financial Analysts Act, No. 13 of 2015.

The mandate of KASNEB is to develop syllabuses and conduct certificate, diploma, professional and post-professional examinations. It also offers certification to candidates in accountancy, finance, forensic fraud investigations, credit, governance and management, information technology and related disciplines. The mandate includes promotion of its qualifications nationally and internationally as well as the accreditation of relevant training institutions in liaison with the Ministry in charge of Education.

In furtherance of the above mandate, the Board of KASNEB hereby invites applications from suitably qualified Kenyans to fill the following vacant positions:

S.NO	DESIGNATION	GRADE KASNEB	DIRECTORATE	DIVISION	NO. OF POSTS	JOB REF. NO.
1.	Director, Curriculum and Test Development	2	Curriculum and Test Development	-	1	HRM/CTD/DCTD/1/2026
2.	Director, Examinations Management	2	Examinations Management	-	1	HRM/EM/DEM/1/2026
3.	Director, Accreditation and Quality Assurance	2	Accreditation and Quality Assurance	-	1	HRM/AQA/DAQA/1/2026
4.	Director, Research and Business Development	2	Research and Business Development	-	1	HRM/RBD/DRBD/1/2026
5.	Deputy Director, Human Resource Management	3	Corporate Services	Human Resource Management	1	HRM/CS/DDHRM/1/2026
6.	Deputy Director, Research, Innovation and Consultancy	3	Research and Business Development	Research, Innovation and Consultancy	1	HRM/RBD/DDRIC/1/2026
7.	Deputy Director, Legal Services	3	N/A	Legal Services	1	HRM/LS/DDLS/1/2026
8.	Senior Information Communication Technology Officer (Microsoft Nav/ Portals)	6	Corporate Services	Information Communication Technology	2	HRM/CS/SICT/1/2026

#### **Please note:**

- Canvassing in any form shall lead to automatic disqualification.
- Shortlisted candidates shall be required to present the originals of their National Identity Card, academic and professional certificates and testimonials at the time of the interview.
- The job descriptions and specifications are available on the **KASNEB website**.
- A candidate applying for more than one position is encouraged to list the positions in their application letter in order of preference.
- It is a criminal offence to present forged or falsified certificates or documents.**
- Successful candidates (those appointed to the advertised positions) shall be required to submit the following documents prior to the issuance of the offer of appointment, in compliance with Chapter Six of the Constitution of Kenya, 2010:
  - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
  - Clearance from the Ethics and Anti-Corruption Commission (EACC).
  - Tax Compliance Certificate from Kenya Revenue Authority (KRA).
  - Clearance Certificate from the Higher Education Loans Board (HELB).
  - Clearance Certificate from an approved Credit Reference Bureau (CRB).

#### **Application Procedure**

Interested and qualified candidates should submit their applications through the email address **[ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke)**. Interested candidates should submit certified copies of: curriculum vitae, copies of academic transcripts, academic and professional certificates, National Identity Card and testimonials. Provide in your detailed curriculum vitae the names and contact addresses of three (3) referees. The applications should reach the undersigned not later than **Monday, 23 February 2026**. The application letter must clearly indicate the **"REFERENCE NUMBER"** of the position applied for and be addressed to:

**Secretary/Chief Executive Officer**  
**KASNEB**  
**P.O. Box 41362 – 00100**  
**NAIROBI, KENYA**

***KASNEB is an equal opportunity employer committed to inclusivity and diversity. Individuals from marginalized and minority communities, women, youth and persons with disabilities are strongly encouraged to apply. Applicants who are persons with disabilities are required to submit a copy of a valid NCPWD Membership Card, where applicable.***

**bempowered**